

# Continuing Professional Development (CPD) policy



## Document control

Version no.	Date issued	Changes
V4.0	June 2022	RPEQ requirements and criteria updates
V3.0	September 2020	Changes made to each appendices to improve description regarding Parts A (applicability), B (requirements and criteria) C (record keeping), and D (failure to adhere)
V2.0	October 2019	Appendices added for each registration
V1.0		New document

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Document control

# Continuing Professional Development (CPD) policy

## Continuing Professional Development

Continuing Professional Development (CPD) is the systematic acquisition of knowledge and skills, and the development of personal qualities, to maintain and enhance professional competence.

## Applicability of this policy

In accordance with the By-laws and Regulations of the IChemE, this policy is applicable to all members or those applying for membership or registration in all grades, including, but not limited to:

### Memberships

- Chartered Member - MIChemE
- Fellow - FIChemE
- Associate Member - AMIChemE
- Associate Member (Process Safety) - AMIChemE
- Technician Member - TIChemE

### Registrations

- Chartered Engineer (CEng)
- Incorporated Engineer (IEng)
- Engineering Technician (EngTech)
- Chartered Scientist (CSci)
- Registered Scientist (RSci)
- Registered Science Technician (RSciTech)
- Professional Process Safety Engineer
- Chartered Environmentalist (CEnv)
- Energy Savings Opportunities Scheme Lead Energy Assessor (ESOS LEA)
- Registered Professional Engineer of Queensland (RPEQ)

## General member CPD requirements

- IChemE expects all members to identify and undertake appropriate CPD and the responsibility for this lies with the member. The exact nature of the CPD undertaken should be based upon the individual member's circumstances, current membership grade and registrations held;
- members are expected to be familiar with, and abide by, these general requirements plus the specific CPD requirements relevant to the membership grade and registration(s) that they hold. Details for these can be found in the appendices to this policy;
- where a member holds multiple registrations, the member should ensure that the CPD that they carry out achieves the required level of development in the skills and knowledge areas covered by all of their registrations. It is recognised that some development activities may satisfy the requirements of more than one registration;
- members are required to maintain appropriate and up-to date records of their CPD activities and provide evidence of CPD when required, in accordance with the specific requirements of the membership grade and registration(s) held;
- by paying their annual subscription for their membership and/or registration(s) the member is confirming they are professionally active (unless exemptions apply) and participating in relevant CPD for the membership and/or registration(s) held;

- failure to adhere to the CPD policy requirements will be treated as a breach of the IChemE CPD regulations and By-law 39 and action may be taken in such instances. Please see the 'Failure to adhere' section of the relevant Appendix below for further information.

# Appendix 1

## CPD requirements for Chartered Member, Fellow, Associate Member, Associate Member (Process Safety) and Technician Member grades, and the Engineering Council registrations CEng, IEng and EngTech

These requirements are applicable for all members who hold the membership grades of Chartered Member, Fellow, Associate Member, Associate Member (Process Safety) and Technician Member and those who hold the CEng, IEng or EngTech registrations awarded by IChemE on behalf of the Engineering Council.

Members who are not professionally active, such as those who are unemployed, retired, on a career break or maternity/paternity leave and who do not undertake any work (paid or unpaid) related to or on the behalf of the profession, may be exempt from these requirements. Those members who are notionally retired or not working but undertaking volunteering roles related to the profession are therefore considered to be professionally active.

Members who are working in roles unrelated to the profession of chemical engineering, will ordinarily be required to submit CPD records even though the CPD activities carried out may not include those of an engineering or technical nature. Such members will identify this when summarising their roles and responsibilities within their submission so that when their CPD is assessed it is clear why activities fall under non-technical areas.

### Requirements and criteria

#### CPD hours/points

IChemE does not specify a fixed minimum number of CPD hours or points per annum.

#### CPD requirements

- members should take ownership of their learning and development and have a process for identifying and planning CPD activities based on their current and future needs (via self assessment or employer requirement), the outcome of previous CPD activities, and changes that occur in the cycle (*how do I know what I want/need to do for my continuing professional development?*);
- members should have a CPD plan, utilising a range of activity types, with a list of development objectives, each of which has:
  - a) a defined purpose (*why do I have this objective? and what do I want to achieve?*)
  - b) an associated set of activities that will be undertaken to achieve the objective (*what will I do to achieve this objective and how?*)
  - c) specific measures of success, if relevant (*how will I know that I have achieved my objective?*);
- members should reflect on CPD activities they have undertaken and record this (*what have I learnt or achieved from doing this activity? and what does it mean for my next CPD plan?*);
- members should evaluate their CPD activities after completion against the objectives and measures of success that they set. A record of this evaluation should be made (*did I meet the objectives and targets that I set myself?*);
- members should have carried out activities that support the learning and development of others (*what have I done that has benefited and assisted others?*).

#### Record keeping, demonstration, verification and auditing

In line with the requirements above, members are expected to keep records of their CPD planning and activities carried out, and upon request, provide to IChemE a written account of recent and future CPD plans and activities in the form of a completed CPD submission form, to demonstrate that they have met the requirements.

By paying their annual subscription registrants are declaring that they are participating in CPD and remain professionally active.

An annual CPD report/submission is not required. IChemE will select a sample population from the applicable members each year, and request them to provide a detailed CPD submission for review.

### Failure to adhere

Members will receive a series of reminder communications both prior to and after the administrative deadline for submission. Should a member fail to provide a CPD submission upon request by 31 May of the year concerned, this will be treated as a breach of the IChemE Regulations and By-law 39. In these circumstances, the member will receive three months' notice from the Chief Executive that, should they continue to fail to comply with this request, their membership will be terminated on 31 August and the relevant licensing bodies informed. Members with extenuating circumstances must make contact with the CPD Administrator by this date in order to halt this process. After this date an individual would be required to go through the reinstatement process in order to become an IChemE member and regain their registrations.

### Further information regarding CPD

Further information can be found at [www.icheme.org/cpd](http://www.icheme.org/cpd)

# Appendix 2

## CPD requirements for members holding the Science Council registrations Chartered Scientist (CSci), Registered Scientist (RSci) and Registered Science Technician (RSciTech)

These requirements are applicable for all members who hold the Chartered Scientist (CSci), Registered Scientist (RSci) or Registered Science Technician (RSciTech) registration awarded by IChemE on behalf of the Science Council.

### Requirements and criteria

Members who hold the registration must meet the 'CPD standards for Registrants' set by the Science Council.

Members who are on a designated career break may be exempt (see **Failure to adhere**).

### CPD hours/points

There is no fixed minimum number of CPD hours or points required per annum.

### CPD requirements

The four CPD standards as set by the Science Council (as of January 2021) state that registrants must:

1. Maintain a continuous, up-to-date and accurate record of their CPD activities and be able to provide supporting evidence if requested.
2. Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.
3. Seek to ensure that their CPD has benefited the quality of their practice and reflect upon this.
4. Seek to ensure that their CPD has benefited the users of their work (employee, customer, student etc) and reflect upon this.

To comply with CPD standard 2, the CPD record will include activities in at least three (exceptionally two) of the following categories:

- work based learning (eg supervising staff/students, reflective practice)
- professional activity (eg involvement in a professional body, mentoring)
- formal/educational (eg writing articles/papers, further education)
- self-directed learning (eg reading journals, reviewing books/articles)
- other (voluntary work, public service)

For the most current version of the standard please refer to the Science Council website: [www.sciencecouncil.org](http://www.sciencecouncil.org)

### Record keeping, demonstration, verification and auditing

In line with the requirements above, members are expected to keep records of their CPD planning and activities carried out, and upon request, provide to IChemE a written account of recent and future CPD plans and activities in the form of a completed CPD submission form to demonstrate that they have met the requirements.

By paying their annual subscription registrants are declaring that they are participating in CPD and remain professionally active. Note that the Science Council has no exemption for retired registrants and members will be removed from the register upon notification of retirement. A sample of registrants will be selected each year and asked to submit evidence to demonstrate sufficient CPD has been undertaken. The size of sample will be in accordance with requirements set down by the Science Council.



### Failure to adhere

Members will receive a series of reminder communications both prior to and after the administrative deadline for submission. Should a member fail to provide a CPD submission upon request by 31 May of the year concerned, this will be treated as a breach of the IChemE Regulations and By-law 39. In these circumstances, the member will receive three months' notice from the Chief Executive that should they continue to fail to comply with this request, their membership will be terminated on 31 August and the relevant licensing bodies informed. Members with extenuating circumstances must make contact with the CPD Administrator by this date in order to halt this process. After this date an individual would be required to go through the reinstatement process in order to become an IChemE member and regain their registrations.

Those on a designated career break, and who continue to pay the required registrant fee are not required to revalidate for up to three years whilst on the career break. Individuals returning from a career break will be required to submit CPD 12 months after reinstatement. Those facing extenuating circumstances may also request to defer participation for a period of up to three years. After this period they must submit evidence of their CPD or relinquish their registered status. Members whose detailed submission is assessed and found to not fully comply with the requirements may be given no longer than three months to make a resubmission and/or address the assessor's comments, at which point their registered status will be removed if they are unable to comply. However, if a registrant makes a good attempt to comply, but there are still some reservations, then the registrant may be allowed to continue on the register but will be audited again the following year. If the registrant fails to fully meet the requirements for a second year they will be removed from the register.

### Further information

Further information can be found at [www.icheme.org/cpd](http://www.icheme.org/cpd) and at the Science Council website: [www.sciencecouncil.org](http://www.sciencecouncil.org)

# Appendix 3

## CPD requirements for members holding Professional Process Safety Engineer registration

These requirements are applicable for all members who hold the Professional Process Safety Engineer registration awarded by IChemE.

Members who are not professionally active, such as those who are unemployed, retired, on a career break or maternity/paternity leave and who do not undertake any work (paid or unpaid) related to or on the behalf of the profession, may be exempt from these requirements. Those members who are notionally retired or not working but undertaking volunteering roles related to the profession are therefore considered to be professionally active.

Members who are working in roles unrelated to the profession of chemical engineering, will ordinarily be required to submit CPD records even though the CPD activities carried out may not include those of an engineering or technical nature. Such members will identify this when summarising their roles and responsibilities within their submission so that when their CPD is assessed it is clear why activities fall under non-technical areas.

### Requirements and criteria

#### CPD hours/points

IChemE does not specify a fixed minimum number of CPD hours or points per annum.

#### CPD requirements

The overall requirements to be met are the same as listed in Appendix 1 but the development objectives and activities carried out must include an appropriate level of development relating to process safety skills and knowledge.

### Record keeping, demonstration, verification and auditing

In line with the requirements above, members are expected to keep records of their CPD planning and activities carried out, and upon request, provide to IChemE a written account of recent and future CPD plans and activities in the form of a completed CPD submission form, to demonstrate that they have met the requirements.

By paying their annual subscription registrants are declaring that they are participating in CPD and remain professionally active.

An annual CPD report/submission is not required. IChemE will select a sample population from the applicable members each year, and request them to provide a detailed CPD submission for review.

### Failure to adhere

Members will receive a series of reminder communications both prior to and after the administrative deadline for submission. Should a member fail to provide a CPD submission upon request by 31 May of the year concerned, this will be treated as a breach of the IChemE Regulations and By-law 39. In these circumstances, the member will receive three months' notice from the Chief Executive that should they continue to fail to comply with this request, their membership will be terminated on 31 August. Members with extenuating circumstances must make contact with the CPD Administrator by this date in order to halt this process. After this date an individual would be required to go through the reinstatement process in order to become an IChemE member and regain their registrations.

### Further information

Further information can be found at [www.icheme.org/cpd](http://www.icheme.org/cpd)

# Appendix 4

## CPD requirements for members holding the Society for the Environment's Chartered Environmentalist (CEnv) registration

These requirements are applicable for all members who hold the CEnv registration awarded by IChemE on behalf of the Society for the Environment (SocEnv).

Members who are not professionally active, such as those who are retired, on a career break or maternity/paternity leave, may be exempt from these requirements.

### Requirements and criteria

#### CPD hours/points

There is no fixed minimum number of CPD hours or points required per annum.

#### CPD requirements

Chartered Environmentalists are expected to take responsibility for personal development to maintain their competence and;

- carry out a variety of activities when undertaking CPD
- keep records of any CPD activities already undertaken, which are reviewed to reflect on what was learnt and how useful the activity was
- record and consider planned future CPD in the same way as completed CPD, with a view to career and competence development.

#### Record keeping, demonstration, verification and auditing

In line with the requirements above, members are expected to keep records of their CPD planning and activities carried out, and upon request, provide to IChemE a written account of recent and future CPD plans and activities to demonstrate that they have met the requirements.

By paying their annual subscription registrants are declaring that they are participating in CPD and remain professionally active. A sample of registrants will be selected each year and asked to submit evidence to demonstrate sufficient CPD has been undertaken. The size of sample will be in accordance with requirements set down by Society of the Environment.

#### Failure to adhere

Members will receive a series of reminder communications both prior to and after the administrative deadline for submission. Should a member fail to provide a CPD submission upon request by 31 May of the year concerned, this will be treated as a breach of the IChemE Regulations and By-law 39. In these circumstances, the member will receive three months' notice from the Chief Executive that should they continue to fail to comply with this request, their membership will be terminated on 31 August and the relevant licensing bodies informed. Members with extenuating circumstances must make contact with the CPD Administrator by this date in order to halt this process. After this date an individual would be required to go through the reinstatement process in order to become an IChemE member and regain their registrations.

# Appendix 5

## CPD requirements for members holding the Energy Saving Opportunity Scheme Lead Energy Assessor (ESOS LEA) registration

These requirements are applicable for all members who hold the ESOS LEA registration awarded by IChemE.

### Requirements and criteria

#### CPD hours/points

A minimum of ten hours of ESOS related CPD activity is required annually.

#### CPD requirements

- all registrants are required to keep a record of CPD\*, to demonstrate that they are keeping up to date with respect to the ESOS skills requirements;
- all registrants must set CPD objectives relevant to one or more ESOS LEA Core Competencies and achieve a minimum of ten hours of CPD annually related to ESOS.

ESOS LEA Core Competencies;

- a) understanding the operational context of an organisation being assessed;
- b) familiarity with, and ability to apply, the requirements of energy efficiency assessment methods;
- c) scoping an energy efficiency assessment, as applicable to the organisation being assessed;
- d) understanding, in detail, of energy use and energy systems applicable to the organisation being assessed (buildings, industrial, transport);
- e) managing energy efficiency assessment teams and budgets, and managing working relationships (see **Section 4.5 of PAS**);
- f) understanding the techniques of measuring, sampling, sub-metering, and establishing an energy balance;
- g) data interpretation, including analysis and scrutiny of energy use, energy consumption, and energy performance data;
- h) identification, quantification, ranking and prioritisation of opportunities for improvement;
- i) preparing and presenting a technical and non-technical report for an energy efficiency assessment.

\* record of CPD refers to a 12 month record which demonstrates that the CPD cycle has been implemented, including the plan for the next 12 month cycle.

#### Record keeping, demonstration, verification and auditing

In line with the requirements above, members are expected to keep records of their CPD planning and activities carried out, and upon request, provide to IChemE a written account of recent and future CPD plans and activities in the form of a completed CPD submission form to demonstrate that they have met the requirements.

Registrants will also be required to demonstrate annually that they have;

- set one or more ESOS related development objectives
- achieved at least ten hours of ESOS-related CPD

Demonstration will be via completion of a simple form, or online survey.

In addition, a sample of registrants each year will be selected and asked to complete a more detailed CPD submission form which will cover both ESOS and non-ESOS related CPD activities.

### Failure to adhere

Members will receive a series of reminder communications both prior to and after the administrative deadline for submission. ESOS LEA registrants who fail to provide a compliant CPD record within four weeks of the deadline will be immediately suspended from the ESOS register.

Should a member fail to provide a CPD submission upon request by 31 May of the year concerned, this will be treated as a breach of the IChemE Regulations and By-law 39. In these circumstances, the member will receive three months' notice from the Chief Executive that should they continue to fail to comply with this request, their membership will be terminated on 31 August and the relevant licensing bodies informed. Members with extenuating circumstances must make contact with the CPD Administrator by this date in order to halt this process. After this date an individual would be required to go through the reinstatement process in order to become an IChemE member and regain their registrations.

# Appendix 6

## CPD requirements for members holding Registered Professional Engineer of Queensland (RPEQ) registration

These requirements are applicable for all members who hold the Registered Professional Engineer of Queensland (RPEQ) registration awarded by the Board of Professional Engineers of Queensland (BPEQ). IChemE is an assessing entity for the registration. RPEQ registrants are sampled once every seven years.

### Requirements and criteria

#### CPD hours/points

A minimum of 150 hours of CPD activity over three years is required.

Members who are not professionally active, such as those who are unemployed, retired, on a career break or maternity/paternity leave and who do not undertake any work (paid or unpaid) related to or on the behalf of the profession, may have these requirements adjusted. Members that are holding a non-practising RPEQ registration are required to demonstrate reduced CPD hours – 150 hours over a five year period or on a pro rata basis depending on how long the member has been non-practising.

#### CPD requirements

The **Board of Professional Engineers of Queensland** state that registered engineers must:

- complete a minimum of 150 hours of structured continuing professional development (CPD) over a three-year period leading up to the renewal of restoration of their registration
- undertake a minimum 75% (112.5 hours) of the 150 hours as technical CPD
- undertake a minimum of 25% (37.5 hours) of the 150 hours as non-technical CPD (eg project management, law, communication)
- undertake as a minimum, one hour of non-technical CPD covering ethics; and
- undertake as a minimum, one hour of non-technical CPD covering risk management.

CPD is designed to extend the RPEQ's knowledge and skills in their area/s of engineering. The Board has seven categories in which CPD hours can be claimed:

CPD category	Limitations
1. Formal post-graduate study or tertiary course units not undertaken for award purposes.	There is no limit to the maximum number of hours you can claim.
2. Short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings.	There is no limit to the maximum number of hours you can claim.
3. Structured learning activities in the workplace that extend competence in the area/s of engineering.	A maximum of 75 hours.
4. Private study which extends knowledge and skills.	A maximum of 18 hours.
5. Service to the engineering profession.	A maximum of 50 hours.
6. Preparation and presentation of papers for courses, conferences, seminars or publication.	A maximum of 45 hours for papers published in journals and conference proceedings, or a maximum of 75 hours for papers subject to critical peer review.
7. Practitioners employed in tertiary teaching or academic research.	A minimum of 40 hours of your total CPD must be claimed.

### Record keeping, demonstration, verification and auditing

RPEQs are expected to record their CPD hours and be able demonstrate to BPEQ they have met the requirement of 150 hours of CPD over three years (or over a five year period if registered as a non-practising RPEQ).

In line with the requirements above, members are expected to keep records of their CPD planning and activities carried out, and upon request, provide to IChemE a written account of recent and future CPD plans and activities in the form of a completed CPD Submission form to demonstrate that they have met the requirements.

A sample of registrants will be selected each year and asked to submit evidence to demonstrate sufficient CPD has been undertaken. The size of sample will be in accordance with the requirements set down by BPEQ.

Members will have 30 days to comply with the request.

### Failure to adhere

Should members not provide a CPD submission within 30 days of the initial request, or should the member not meet the requirements specified, then the matter may be treated as a breach of your requirements for IChemE's assessment of your eligibility for RPEQ. IChemE will notify BPEQ within seven days if a member does not participate and is non-compliant within 30 days of the initial request.

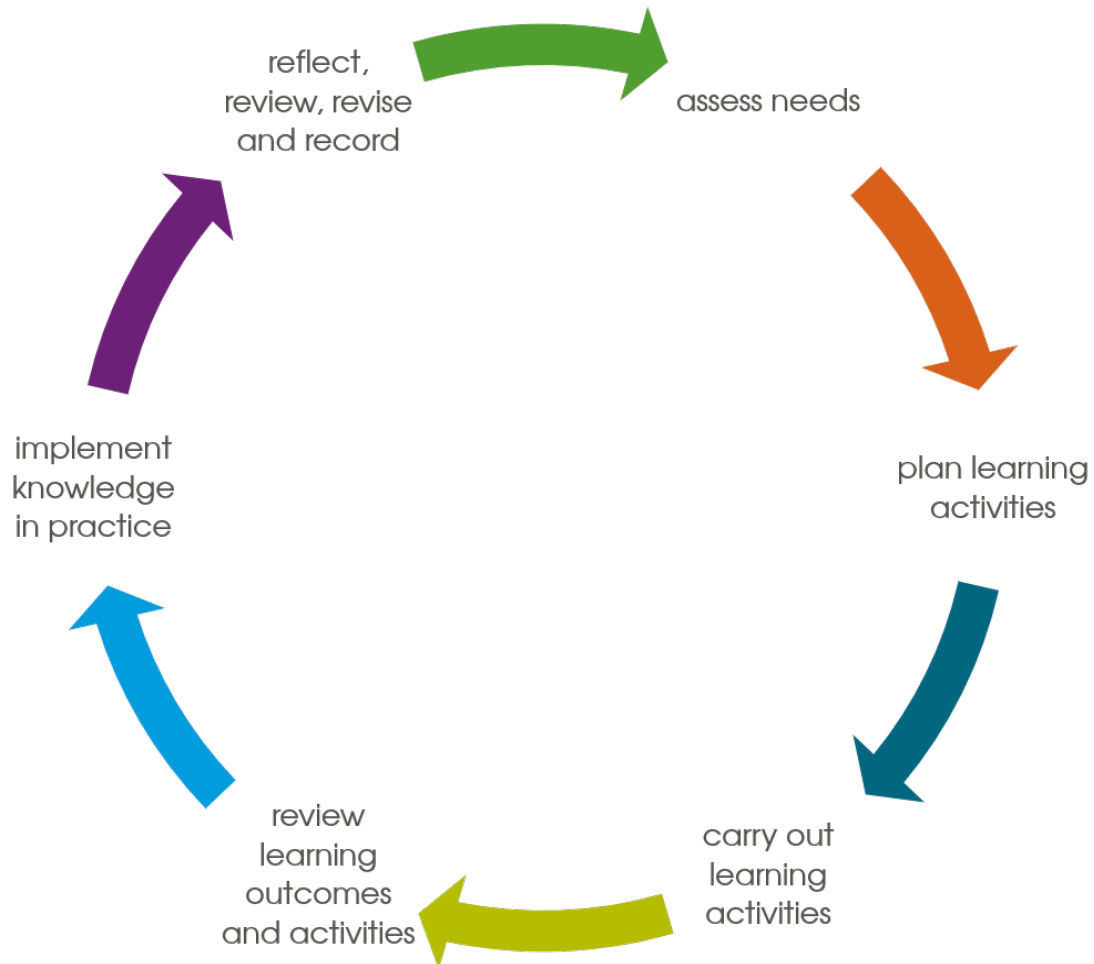
Members will receive a series of reminder communications both prior to and after the administrative deadline for submission. Should a member fail to provide a CPD submission upon request by 31 May of the year concerned, this will be treated as a breach of the IChemE Regulations and By-law 39. In these circumstances, the member will receive three months' notice from the Chief Executive that should they continue to fail to comply with this request, their membership will be terminated on 31 August and the relevant licensing bodies informed. Members with extenuating circumstances must make contact with the CPD Administrator by this date in order to halt this process. After this date an individual would be required to go through the reinstatement process and reapply for their registration via BPEQ.

### Further information

Further information can be found at [www.bpeq.qld.gov.au/](http://www.bpeq.qld.gov.au/)

# Appendix 7

## CPD cycle





## Contact us for further information

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